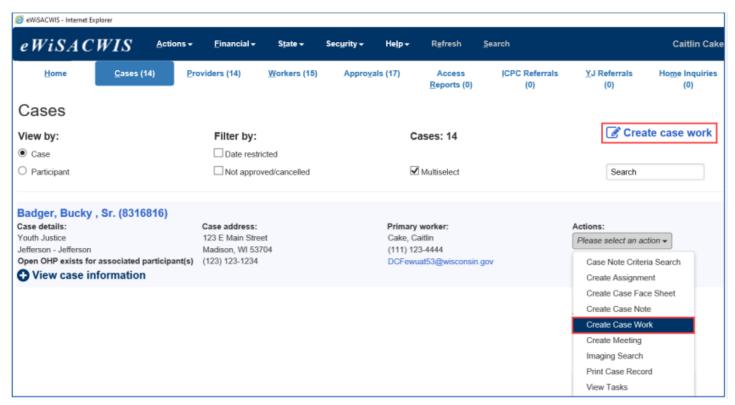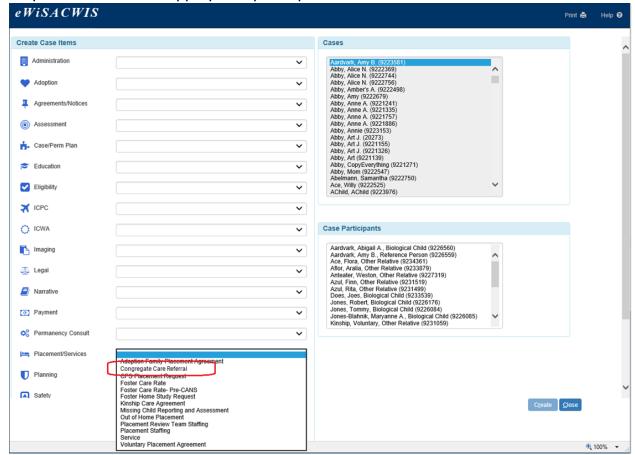# Congregate Care Referral

The Congregate Care Referral page allows child welfare professionals to submit referrals for placement in group care settings in eWiSACWIS and is sent to group care providers via the SYNC website (Supporting Youth and Children).

Note: To create a Congregate Care Referral, an assignment to the case is needed. Additional security is needed to create this piece of work.

1. From your desktop, select the cases tab. Click the Create case work hyperlink or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
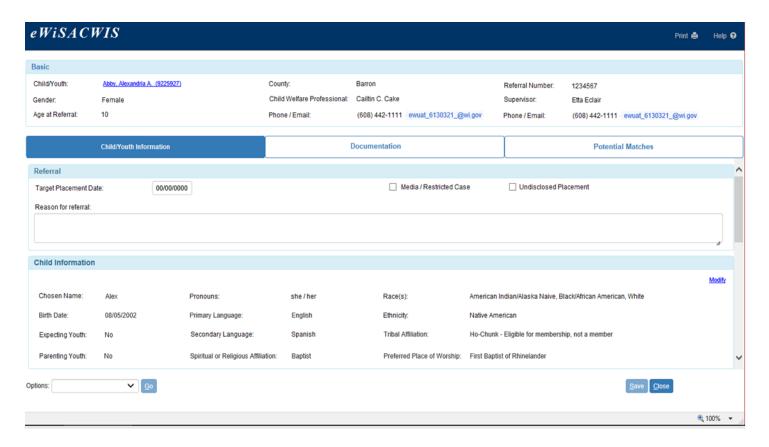
2. On the Create Case Work page, select Congregate Care Referral from the Placement/Services drop-down. Select the appropriate participant and click the Create button.

3. The Child/Youth Information tab is made up of several sections.

Referral: This box displays the target placement date (user entered field), reason for referral (user entered field), and radio buttons to indicate if the case is a media/restricted case and/or if the placement is undisclosed. Select the appropriate radio button if applicable.

Child Information: This box displays the demographic information of the child that the referral is created for. This information includes the chosen name, pronouns, race(s), birth date, primary language, secondary language, expecting youth, parenting youth, tribal affiliation, spiritual or religious affiliation, and preferred place of worship. This information prefills from the basic tab of the child's person management page. Click the Modify hyperlink to launch the Basic tab of the child's person management page in edit mode.
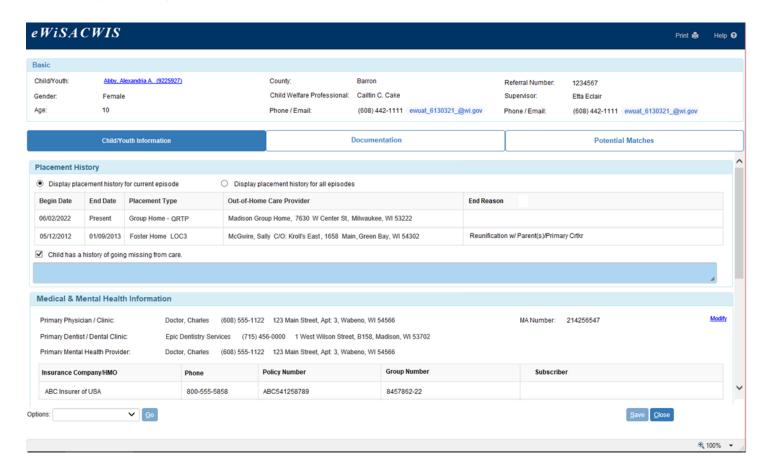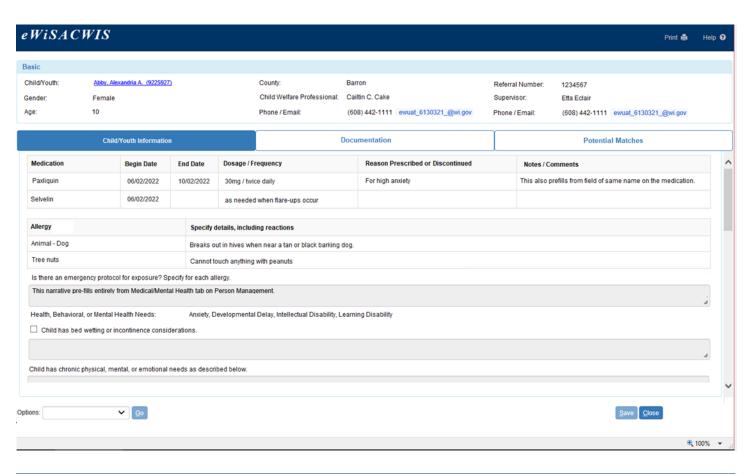
Placement History: This box displays the child's placement history. There is a user selectable radio button to display the placement history for the current removal episode. There is another user selectable radio button to display the placement history for all removal episodes. Selecting this radio button will show the full placement history of the child. Default for both radio buttons is not selected. When selected, the begin date, end date, placement type, name of the out-of-home care provider, and the ending reason will display in a table format.

Select the radio button to indicate if the child has a history of going missing from care. When selected, a required narrative will display. Use the narrative box to describe the child's history of missing from care.

Medical & Mental Health Information: This box displays the child's medical and mental health information. This information includes the name, address, and phone numbers of the primary physician/clinic, the primary dentist/dental clinic, and the primary mental health provider. This box also includes a table displaying the insurance company/HMO information (phone number, policy number, group number, and subscriber), medication information (begin and end date, dosage/frequency, reason prescribed or discontinued, and notes/comments), allergy information, immunizations, and the health, behavioral, or mental health needs. This information prefills from the Medical/Mental Health tab of the child's person management page. The health, behavioral, or mental health needs information prefills from the Supplemental Mental Health tab of the child's person management page. Click the Modify hyperlink at the top of this box to launch the Medical/Mental Health tab of the child's person management page in edit mode.

Note: The medication will not display if the end date of the medication is a date that is more than 180 days (6 months) earlier than the system date.

eWiSACWIS

Basic

Child/Youth:	Abby, Alexandria A. (9225927)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Cailtin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(608) 442-1111 ewuat_6130321_@wi.gov	Phone / Email:	(608) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information	Documentation	Potential Matches

Placement History

⦿ Display placement history for current episode   ○ Display placement history for all episodes

Begin Date	End Date	Placement Type	Out-of-Home Care Provider	End Reason
06/02/2022	Present	Group Home - QRTP	Madison Group Home, 7630 W Center St, Milwaukee, WI 53222	
05/12/2012	01/09/2013	Foster Home LOC3	McGwire, Sally C/O: Kroll's East, 1658 Main, Green Bay, WI 54302	Reunification w/ Parent(s)/Primary Crtkr

☑ Child has a history of going missing from care.

Medical & Mental Health Information

Primary Physician / Clinic:	Doctor, Charles (608) 555-1122 123 Main Street, Apt. 3, Wabeno, WI 54566	MA Number: 214256547	Modify
Primary Dentist / Dental Clinic:	Epic Dentistry Services (715) 456-0000 1 West Wilson Street, B158, Madison, WI 53702		
Primary Mental Health Provider:	Doctor, Charles (608) 555-1122 123 Main Street, Apt. 3, Wabeno, WI 54566		

Insurance Company/HMO	Phone	Policy Number	Group Number	Subscriber
ABC Insurer of USA	800-555-5858	ABC541258789	8457862-22	

Options: [▼] [Go]   [Save] [Close]

🔍 100% ▼

Basic

Child/Youth:	Abby, Alexandria A. (9225927)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Cailtin C. Cake	Supervisor:	Etta Eclair
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Child/Youth Information	**Documentation**	**Potential Matches**

Medication	Begin Date	End Date	Dosage / Frequency	Reason Prescribed or Discontinued	Notes / Comments
Paxliquin	06/02/2022	10/02/2022	30mg / twice daily	For high anxiety	This also prefills from field of same name on the medication.
Selvelin	06/02/2022		as needed when flare-ups occur		

Allergy	Specify details, including reactions
Animal - Dog	Breaks out in hives when near a tan or black barking dog.
Tree nuts	Cannot touch anything with peanuts

Is there an emergency protocol for exposure? Specify for each allergy.

This narrative pre-fills entirely from Medical/Mental Health tab on Person Management.

Health, Behavioral, or Mental Health Needs: Anxiety, Developmental Delay, Intellectual Disability, Learning Disability

☐ Child has bed wetting or incontinence considerations.

Child has chronic physical, mental, or emotional needs as described below.

Options: [▼] [Go]   [Save] [Close]

🔍 100% ▼

Basic

Child/Youth Information	**Documentation**	**Potential Matches**

Child has chronic physical, mental, or emotional needs as described below.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Child has had a hospitalization, surgery, emergency medical need, or significant illness in the last six months.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Modify

Immunizations up to date:	No			
Is this person a danger to themselves or others?	⦿ Yes ○ No ○ Undetermined	Alcohol or drug use; use or abuse of household items or chemicals for other than intended purposes?	○ Yes ○ No ⦿ Undetermined	
Suicidal risk?	○ Yes ○ No ⦿ Undetermined	History of human trafficking?	○ Yes ○ No ⦿ Undetermined	
Other risk of self-harm?	⦿ Yes ○ No ○ Undetermined	History of sexual abuse?	○ Yes ○ No ⦿ Undetermined	
History of gang affiliation?	○ Yes ○ No ⦿ Undetermined	History of physical abuse?	⦿ Yes ○ No ○ Undetermined	

Describe any known triggers and coping strategies.

Options: [▼] [Go]   [Save] [Close]
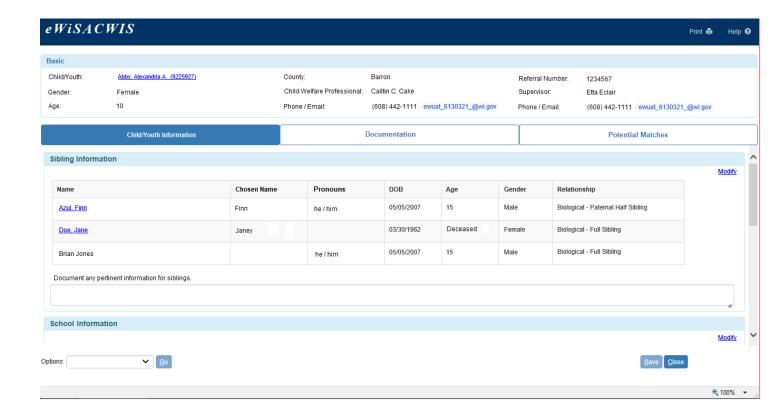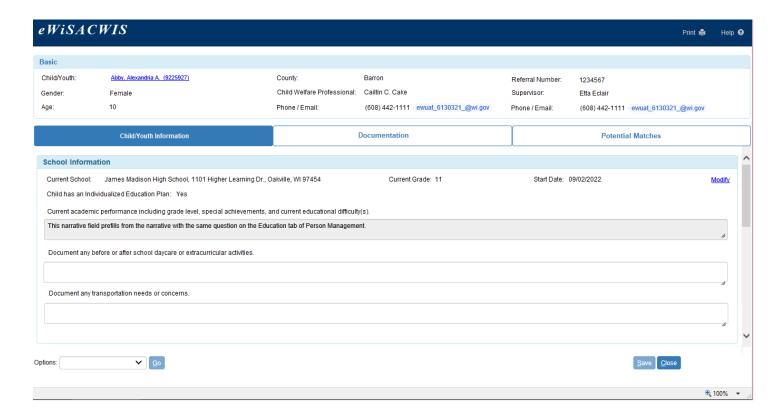
🔍 100% ▼

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Parent/Caregiver Information: This box displays the parents/caregivers' names, chosen names, pronouns, parent type (mother/father, TPR, adoptive), birth date, language, address, phone number, and email address. This information prefills from the respective parent's person management page. Click the parents name hyperlink to launch the respective parent's person management in edit mode. Use the narrative text box to document any pertinent information regarding any the parents/caregivers.
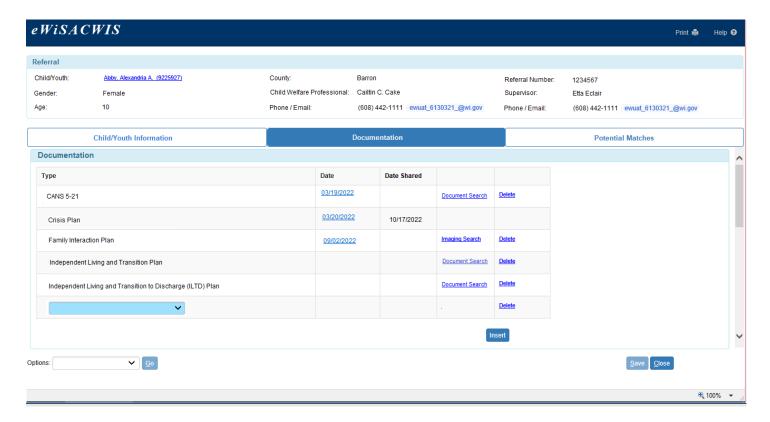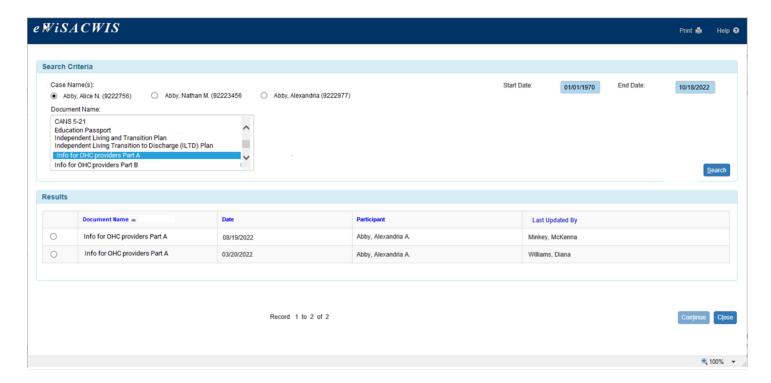

Sibling Information: This box displays the sibling(s) name(s), chosen name, pronouns, birth date, age, gender, and relationship to the child the referral is being created for. This information prefills from the Additional tab of the child's person management page. Click Modify to launch the Additional tab of the child's person management page in edit mode. Use the narrative text box to document any pertinent information regarding any siblings.

Print 🖨   Help ❓

Basic

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Age:	10	Phone / Email:	(608) 442-1111 · ewuat_6130321_@wi.gov	Phone / Email:	(608) 442-1111 · ewuat_6130321_@wi.gov

| **Child/Youth Information** | **Documentation** | **Potential Matches** |

Sibling Information

Modify

Name	Chosen Name	Pronouns	DOB	Age	Gender	Relationship
Azul, Finn	Finn	he / him	05/05/2007	15	Male	Biological - Paternal Half Sibling
Doe, Jane	Janey		03/30/1962	Deceased	Female	Biological - Full Sibling
Brian Jones		he / him	05/05/2007	15	Male	Biological - Full Sibling

Document any pertinent information for siblings.

School Information

Modify

Options: [▼] Go

Save Close

🔍 100% ▼

School Information: This box displays the current school, current grade, start date, individualized education plan (IEP) information current academic performance, before or after school activities, and transportation needs. This information prefills from the Education tab of the child's person management page. The first fields in this box are static text while the latter fields are user selectable checkboxes and user editable narrative fields.

4. The Documentation tab allows YJ/CPS Professionals to designate documents and images for sharing with a provider during the referral process. This tab also keeps a history of shared documents. The documents are displayed in a table with columns labeled Type, Date, and the Date Shared. Additionally, based on the type of the document for the row, the system displays either Imaging Search or the Document Search hyperlink. Click insert to upload the child/youth's documents. These documents will be shared with the provider along with the referral

eWiSACWIS

Referral						
Child/Youth:	Abby, Alexandria A. (9225927)	County:	Barron		Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Cailtin C. Cake		Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(608) 442-1111 · ewuat_6130321_@wi.gov		Phone / Email:	(608) 442-1111 · ewuat_6130321_@wi.gov

Child/Youth Information	Documentation	Potential Matches

Documentation

Type	Date	Date Shared		
CANS 5-21	03/19/2022		Document Search	Delete
Crisis Plan	03/20/2022	10/17/2022		
Family Interaction Plan	09/02/2022		Imaging Search	Delete
Independent Living and Transition Plan			Document Search	Delete
Independent Living and Transition to Discharge (ILTD) Plan			Document Search	Delete
⌄			.	Delete

Insert

Options: [____ ⌄] Go   Save Close

🔍 100% ⌄

5. The Document Search (and Retrieval) page enables YJ/CPS Professionals to search for and select specific PDF files of eWiSACWIS documents for sharing with group care providers through SYNC. The start date and end date fields are required. The start date defaults to a date six months earlier than today's date. This cannot be a future date. The end date defaults to today's date and cannot be a future date or before the start date. Use the radio buttons next to each result to upload the selected document into the referral.

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6. The Potential Matches tab allows the user to retrieve providers with whom the referral will be shared. This tab also contains the functionality to share and withdraw the referral from the providers that have been selected. An important **note** is that to refer youth to group care facilities, a release of information is required. County users must attest to the release of information being obtained, prior to sending a referral.

    At the time of determining which group care facility or facilities to refer youth, the county user can choose various providers that are already known to them or add new providers that are not already displayed on the screen. While county users can select multiple group care facilities for whom to send the referral, they should still exercise discretion in choosing which providers can best meet the child's level of need. Once a referral is submitted, this screen will also display the results of the review by the group care facility.

    Group care facilities will be able to add notes, via SYNC, to inform the county user of their provider response. Hover over the 'More' flare to display the provider response. Child welfare professionals can withdraw a referral after it's shared with the provider. This removes access to the referral for that provider. After a referral is withdrawn, a resubmit referral link will display to enable the share referral checkbox and allow the child welfare professional to resubmit the referral to that provider.
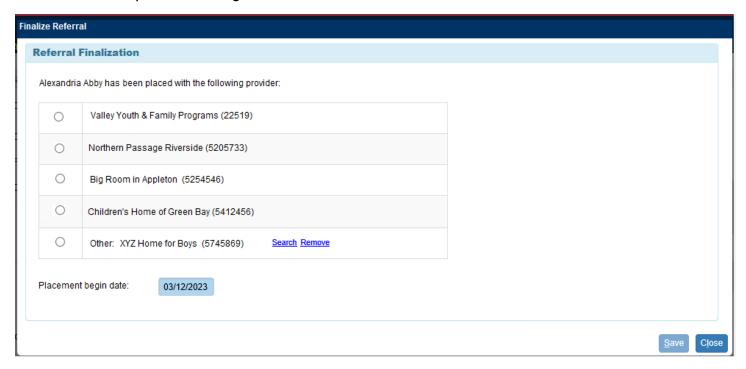
    The primary contact for the referral displays at the bottom of the Potential Matches tab.
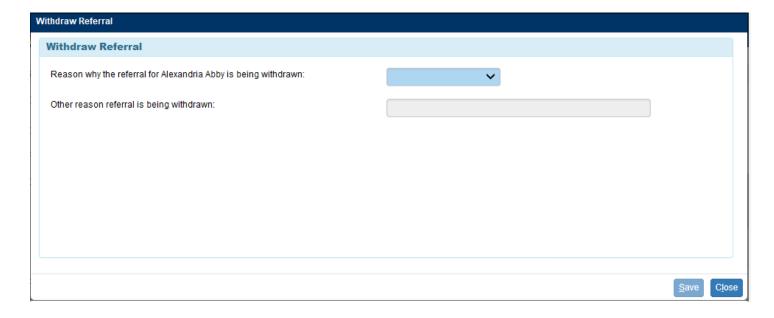
Potential Matches tab, showing the hover box when the user hovers over the 'More' flare.
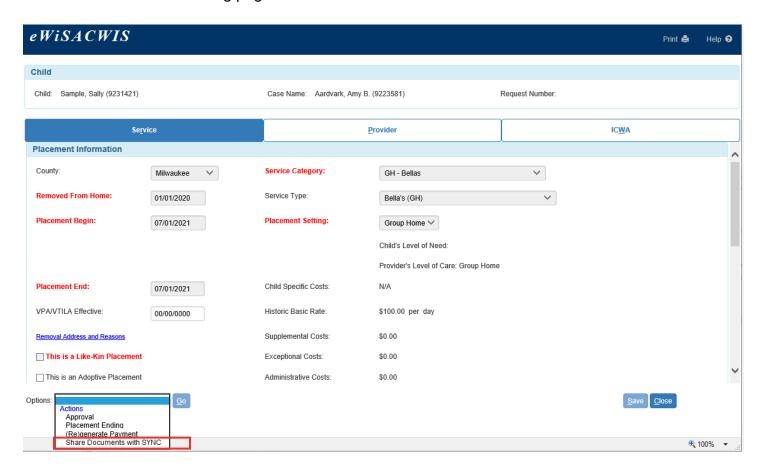
7. Finalize and freeze the referral by indicating the provider with whom the child has been placed and the date that the placement began.
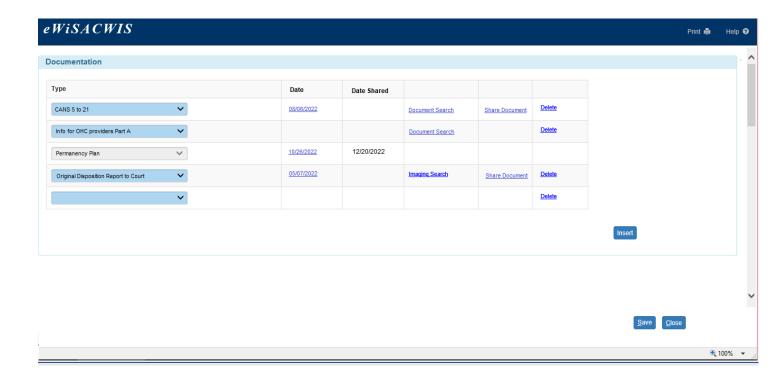
Finalize Referral

Referral Finalization

Alexandria Abby has been placed with the following provider:

○	Valley Youth & Family Programs (22519)
○	Northern Passage Riverside (5205733)
○	Big Room in Appleton (5254546)
○	Children's Home of Green Bay (5412456)
○	Other: XYZ Home for Boys (5745869) Search Remove

Placement begin date: 03/12/2023

Save   Close

8. Withdraw the referral to withdraw and remove access to the referral for all the providers that it has been shared with. This should occur when the placement is no longer needed. Select the reason why the referral for the child is being withdrawn. Upon successful save of the page the Provider Response on the corresponding Congregate Care Referral page will be set to 'Referral withdrawn: [DATE]' for all providers shown.

Withdraw Referral

Withdraw Referral

Reason why the referral for Alexandria Abby is being withdrawn:

Other reason referral is being withdrawn:

Save   Close

9. After a referral is submitted via SYNC and the child is placed with a group care provider the child welfare professional can share documents with the group care provider from the Out-of-Home Placement page. Click the Options drop-down and select Share Documents with SYNC. Click Go to launch the Document Sharing page.

From the Document Sharing page, the child welfare professional can search for and select documentation for sharing with group care providers through SYNC. Select the document type using the dropdowns. Click Document Search to launch the Document Search page. Click Share Document hyperlink to share the document with the group care provider.
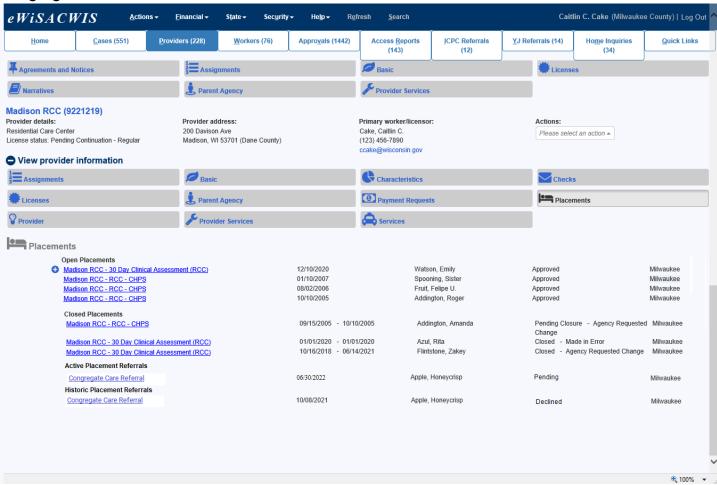
The Congregate Care Referral is housed under the Placements drop down on both the Case and Provider tabs. The referrals are child-specific and display under each case the child has been a participant of. The Congregate Rare Referral work appears under Placements on both Cases and Providers tab. The Congregate Care Referrals can be either Active or Historic.

All active referrals are displayed under Active Placement Referrals section. An active referral is a referral that has not been either Finalized or Withdrawn. All historic referrals are displayed under the Historic Placement Referrals. Historic referrals have statuses of Withdrawn and Finalized. Both Active and Historic referrals are displayed sorted by date created (descending), Child name (ascending).

When a Congregate Care Referral is displayed under the Case, the referral displays a plus toggle for each Congregate Care Referral.

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Congregate Care Referral - Providers Tab View

Congregate Care Referral - Cases Tab View

Placements

➕ Images (4)

Open Placements

Rollins, Rosie - Foster Home (Level 2+)	03/04/2020	Apple, Green	Approved	Dodge

Closed Placements

Sweet, Kimmy - Foster Home (Level 2+)	03/02/2020 - 03/03/2020	Apple, Green	Closed - Provider Requested Change	Dodge

Active Placement Referrals

➖ Congregate Care Referral	06/30/2022	Apple, Honeycrisp	Decision(s) Made	Milwaukee
Tree Swing Youth & Family (22519)			Pending	
Southwest Passage Rio (5205733)	07/10/2022		Accepted	

Historic Placement Referrals

➕ Congregate Care Referral	10/08/2021	Apple, Honeycrisp	Finalized	Milwaukee
➕ Congregate Care Referral	01/11/2021	Apple, Jonathan I.	Withdrawn	Milwaukee

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